

## Quick Tips for Preparation and Submission 2006 R&T Report

1. Do not include **ITAR**, **PROPRIETARY**, **LIMITED DISTRIBUTION**, or **CLASSIFIED INFORMATION**.
2. Ensure Web compliance: [http://nodis-dms.gsfc.nasa.gov/restricted\\_directives/displayDir.cfm?Internal\\_ID=N\\_PR\\_2810\\_001A\\_&page\\_name=main](http://nodis-dms.gsfc.nasa.gov/restricted_directives/displayDir.cfm?Internal_ID=N_PR_2810_001A_&page_name=main)  
Refer especially to figures 11–4 and 11–5.
3. Include written permissions for copyrighted photos, figures, or quotations.
4. **Deadline:** No later than Friday, September 29, 2006.

### A. Text

1. *Program:* Microsoft Word (.doc)
2. *Length:* 300 to 500 words
3. *Font:* 11-point Arial
4. Include a short summary as the first paragraph in simple language for the nontechnical audience.
5. Replace trade names with generic terms. If trade names are necessary, include the company who owns the trade name in parentheses after the trade name (company name, state or country located).
6. Define symbols and acronyms.
7. Provide key words.
8. Provide a short list of references.
9. Identify at least two contacts (at least one Glenn employee). Include telephone numbers, email addresses, org codes, authors, and NASA Headquarters program office.
10. Note Web addresses for extra subject area or organization information.

### B. Figures and Photographs

1. *Program:* Do not embed figures in Microsoft documents, send native files or

Program/figure description	Export, save as, or print to (file extension)
TechPlot/ SigmaPlot	.wmf
PowerPoint	.ppt
Excel	.xls
AutoCad	.dwg
Drawing programs	.eps
Line art	.eps, .ps, .prn
Photos (high-resolution)	.tif, .pct, .jpg
<b>DO NOT use file compression</b>	
<b>DO NOT submit .gif files or graphics copied from the Web</b>	

2. *Font:* Labels should be in 9-point Arial, if possible.
3. Supply both COLOR (web) and BLACK AND WHITE (print) photographs and figures.
4. Mention all figures and photographs in the text.
5. Include captions for all figures and photographs.
6. Use descriptive terms (not just symbols) for scale labels. Composite photographs/chartlike figures, like those used in viewgraphs, are not acceptable. Instead, incorporate the textlike/tablelike components into the body of the report.
7. Provide an identifying number (C#, CD#, E#, TM#, TP#, CR#, or CP#) for Glenn-prepared images.

### C. Submitting Articles

1. Files should be named ORGCODE-lastname.doc, e.g., RPT-smith.doc (for text) or RPT-smith.dwg (for first figure).
2. Use the following instructions to transfer files directly from a Glenn-networked computer to the R&T2006 folder in the "Graphics" share on the Ltpoint server.

From a **Windows NT or XP** computer, transfer the files by making a **shortcut**:

- Right click on the **Desktop**.
- Select **New**; select **Shortcut**.
- In the command line, enter \\ltpoint\Graphics\R&T2006 and click **Next**.
- Rename the shortcut from the default, if desired, and select **Finish**.
- Go to icon on the **Desktop** and open the new shortcut.
- Deposit the files in the appropriate org code folder.

From a **Macintosh OS X** computer, transfer the files directly:

- Under the **GO** pull down menu, select **Connect to Server**.
- Enter **smb://ltpoint/Graphics** then click **Connect**.
- Sign on as a Registered User and enter **Windows userid and password**.
- Select **R&T2006** folder.
- Deposit files in the appropriate org code folder.